

City Council Report

Date: August 19, 2013
To: City Council
Through: Alex Deshuk, Manager of Technology and Innovation
From: Edward Quedens, MPA, C.P.M., CPPO, Business Services Director
Alyce Benge, C.P.M., CPPO, Purchasing Administrator
Subject: Term Contract for Uniform Garments for the Fire & Medical Department (Citywide)

**Strategic
Initiatives:**



Purpose and Recommendation

Council is requested to approve the Term Contract for Uniform Garments for the Fire & Medical Department as recommended. A committee representing the Fire & Medical and Purchasing evaluated responses.

The evaluation committee recommends awarding the contract to the highest scored proposal from Matlick Enterprises, Inc. dba United Fire Equipment Company at \$307,000 annually, based on estimated requirements.

Background / Discussion

This contract will provide Fire & Medical station/work uniforms (various shirts, hats, outerwear, pants, shorts, dress uniform items, etc.) to be worn by Fire personnel during their normal daily job duties.

Fire & Medical uniforms will be purchased by individual fire personnel throughout the contract period through a voucher system with defined uniform allowances per person ranging from \$100 to \$550 per person. Uniform allowances are determined by job duties/assignment. Uniform items are selected in accordance with the National Fire Protection Association (NFPA) Standard 1975, 2009 Edition.

This contract covers all services and supplies necessary to provide new garments as listed in the Request for Proposal (RFP) specifications, including measuring, tailoring/alterations, screen printing, embroidering, returns/exchanges and other services normally provided in the course of business.

The RFP estimated annual quantities with each specification, and required the vendors to bid all items in a Group to be eligible for award. It is also mandatory that the contractor(s) have a retail outlet or store location within a 15 miles radius of Center Street and Main Street in Mesa because City employees will be travelling to the contractor's location to be measured and place orders. Additionally, the contractor's parking area must be large enough to accommodate large fire apparatus like a ladder truck.

Staff from the Fire & Medical evaluated the proposals based on the elements: Adherence to Specifications; Quality of Uniform Items; Customer Service; Silk-Screen Capabilities; Invoicing Capabilities; Delivery; and Price. The highest scored proposal, United Fire Equipment is being recommended for award. The evaluation committee unanimously agreed on the recommendation.

In addition, the Mesa vendor's pricing was calculated using Management Policy #214, which removed 1.75% (Mesa TPT) for the purpose of bid evaluation. It did not change the award recommendation.

Alternatives

Council may choose not to approve this contract and new proposals will be solicited.

Fiscal Impact

The total amount of \$307,000 is available in the Fire & Medical operating budget.

Coordinated With

Fire & Medical and Purchasing

PURCHASING INFORMATION

Action: Initial Award

Procurement Type: Request for Proposals

Solicitation Number: 2013126

Vendors Registered on Bid List: 110 (14 Mesa)

Advertising: Arizona Republic, Bid Net, Record Reporter, Purchasing Website

Downloads: 49

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Two, one-year renewals subject to future Council consideration

Prices: Future price increases are capped by the Producer Price Index

Pricing Available to Other Cooperative Agencies: Yes

Proposals Received on July 1, 2013:

Surf & Ski – Mesa, AZ

United Fire Equipment Company - Tempe, AZ

Shirrtail – Mesa, AZ Non-Responsive – Did not bid all items in Groups as required
(Contractors must bid all items in a Group to be eligible for award).

"No Bid" Response Received From:

MES dba Municipal Emergency Services – Tempe, AZ

Proposal Scoring Results:

Elements / Maximum Points Possible	United Fire Equipment Company - Tucson, AZ	Surf & Ski Mesa, AZ
Adherence to Specifications / 20 points	15	10
Quality of Uniform Items / 20 points	20	20
Customer Service / 20 points	18	12
Silk-Screen Capabilities / 15 points	15	12
Invoicing Capabilities / 10 points	10	8
Delivery / 10 points	5	5
Price / 5 points	5	4.5
Total Points / 100 points	<u>88</u>	71.5

AWARD RECOMMENDATION
United Fire Equipment Company
Tempe, AZ

Description
Fire & Medical Uniform Garments per Terms and Conditions, Specifications and Pricing as offered Annual Contract Amount: <u>\$307,000</u>